- **Administering the State End of Course Exam using Achievement Series**

  Once all of the District/School information is set up on Achievement Series as described on pages **6-23**, students may take a State-Created End of Course Exam.

  Step 1.   Determining the Date of the Exam

  The timeframe for giving the End of Course Exam is determined by each District.

  Some things which should be considered when scheduling the test:

  - Is your school on a block schedule?

  - The State-Created End of Course Exam covers material from the entire course. It is important to consider this when scheduling the End of Course Exam so students have had time to learn what is covered on the test.

  - Students have two opportunities to pass the Credit Earned Before Grade 9. Be sure to allow time for students to take the test a second time if needed. Refer to Page 65 – Retaking the End of Course Exam. Note: Credit by Exam may only be taken one time.

  - Keep in mind other tests the student will be taking such as the Dakota STEP.

  Step 2.   Informing the State when the Exam will be Administered

  Once you have determined when the End of Course Exam will be administered, **email** the date of administration and the contact person who is responsible for administering the End of Course Exam to Carla.leingang@state.sd.us. The Test ID will be given to this contact person before the date of the exam. It is recommended the DOE is notified a minimum of two weeks before the exam is administered.

  Step 3.   Security Agreement

  Before a district may request the Test ID for the End of Course Exam, the Security Agreement Form must be signed and sent to the Office of Curriculum, Technology and Assessment. All faculty and personnel who have access to this exam must sign the agreement annually.

  The Test Security Agreement is located in Appendix B.

Step 4. **Computer Setup**

- System Requirements

BROWSER ADMINISTRATIVE CONTROL

Windows	Macintosh
Hardware/Platform Requirements	**Hardware/Platform Requirements**
• Windows 2000, XP, or Vista	• Mac OS X 10.2 or higher
• Pentium III 500 MHz or higher*	• 500 MHz or Greater 63, G4 or G5
• 256 MP of RAM*	• 256 MB RAM*
• Java Plug-in 1.4.2_12 or higher (free download)	• Java Plug-in 1.4.2_05 or higher (free download)
• Flash Player 8.0.34 or higher (free download)	• Flash Player 8.0.34 or higher (free download)
• Adobe Reader 6.0 or higher (free download)	• Adobe Reader 6.0 or higher (free download)
Browser Requirements	**Browser Requirements**
• Internet Explorer 6.0 or higher, or Firefox 1.0 or higher	• Apple Safari 1.0 or higher for all functions
	• Firefox 1.0 or higher if item editing is not required

STUDENT TESTING USING SECURE TEST CLIENT

Windows	Macintosh
Hardware/Platform Requirements	**Hardware/Platform Requirements**
• Windows 2000 or XP	• Mac OS x 10.2 or higher
• Pentium 500 MHz or higher*	• 500 MHz or Greater G3, G4 or G5
• 256 MB of RAM*	• 256 MB RAM*
• Flash Player 8.0.34 or higher (free download)	• 800 X 600 minimum screen resolution
	• Color Display (set to at least 256 colors)
Browser Requirements	
• Microsoft Internet Explorer is required if using a proxy server for Secure Client	

STUDENT TESTING USING A BROWSER

| Windows	Macintosh
Hardware/Platform Requirements	**Please See Secure Test Client**
• Windows 2000, XP, or Vista	
• Pentium III 500 MHz or higher*	
• 256 MB of RAM*	
• Flash Player 8.0.34 or higher (free download)	
Browser Requirements	
• Internet Explorer 6.0 or higher, or Firefox 1.0 or higher	

INTERNET CONNECTION

Internet Requirements Recommendations
• Full T1 or better Internet connection (1.5 Mbs/sec or higher)
• Ports 80 and 443 open for access to the Internet
• All software associated with this product requires an Internet connection

- **Determining Whether to Use the Secure Client Download or the Browser**

  The Secure Test Client can be downloaded from the Achievement Series home page. This is shown in the picture below. Using the Secure Test Client prevents students from accessing other programs such as calculators, web-based programs, web sites, etc. while taking the exam.

  If the Browser (clicking on the Student button) is used when administering the test, all of these options are available to the student.

  If you choose to use the Secure Test Client it will need to be downloaded onto each computer used for on-line testing.
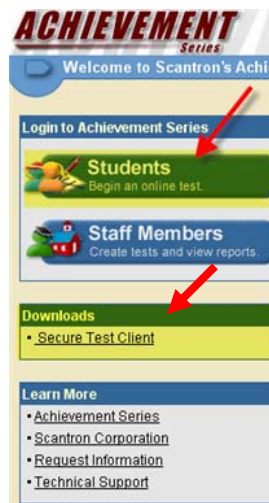
Example From a South Dakota School

One South Dakota school was able to download the Secure Test Client to all computers in their Computer Lab.

Below are guidelines regarding how they were able to download the Test Loader to multiple computers.

- The test loader ".hqx" was downloaded
- It was then put on the server
- A link referencing the End of Course Exam was created on the district homepage
- When you click on the link the test loader will run
- Test can be opened on the computer

Step 5. Preparing for the Exam

- Assessing Your Need

  The Exam may be administered to one student, a small group, or an entire class. This depends on the number of students taking the exam and the number of computers available.

- Choosing the Room

  o It is recommended students are tested in a facility that is familiar to the student.

  o The use of the facility for testing should be coordinated with staff and administrators so everyone is aware of the schedule. Since the test will involve use of the internet, staff should be advised that testing has a "priority" usage for the internet.

- Length of Exam

  There is not a time limit for End of Course Exams. Because of test security it is **strongly recommended** the exam is given in one sitting.

  Students will have the ability to Pause the exam if needed, however it is recognized this option gives students the opportunity to research answers to exam questions they have seen on the test.

  This is a High Stakes Exam and it cannot be stressed enough the importance of allowing time for students to take the exam in one sitting.

Step 6.   Use of Calculators

Students will be allowed to use permissible calculators.   <u>A list of all Permissible and Prohibited Calculators are located in Appendix C</u>.

- All students should have access to school-owned or student-owned calculators for use on the Math and Science Exams.

- All students should be familiar with the calculator they are to use on the exam.

- Students may use any four-function, scientific, or graphing calculator, unless it has features described in the Prohibited list located in Appendix C.

Proctors will be required to modify some of the features of the calculator before it is used. On the day of testing, proctors should check each student's calculator to verify it is a permitted type. Also, monitor calculator use to ensure the student does not store test materials in the calculator's memory, does not share calculators, and uses a backup calculator **only** if a primary calculator fails.

Step 7.   Use of Formula Sheets and Periodic Table

Formula Sheets have been developed for the state-created End of Course Exams for Chemistry, Geometry, Physical Science and Physics. <u>These Formula Sheets and the Periodic Table are located in Appendix D</u>.

Step 8.   Test Administrator Responsibilities

- Sign the Test Security Agreement

- Ensure the exam is not copied or saved.

- Preparing the Room

- Be in the room at all times

- Understand the End of Course Exam is a high stakes exam and it is very important to maintain Test Security

- Provide instructions for taking the exam using Achievement Series

- Answer students' questions regarding directions, but not test content

- Check that students are working independently

- Report test irregularities on the <u>Test Irregularity Form (Appendix E)</u>

Step 9.   Proctoring an Online End of Course Exam

- **Complete Prior to Testing Day**
  - Secure required IDs. This includes:
    - Site ID
    - Student IDs
    - Test ID

  - Verify with the School Location Controller that all Student Names and IDs, have been entered into Achievement Series.

  - Schedule the Computer Lab for the testing dates and times

  - Allow enough time for students to take the exam at one sitting

  - Prepare the computers for testing

  - Turn Screen Savers off and clear the cache on each computer

  - Clean the mouse and display (monitor) on each computer

  - Check to make sure the Test Loader (McIntosh Computers) and Secure Test Client (if used) are loaded on the computers

  - Review approved list of calculators (Appendix C)

- **Prepare Students for the On-line Exam**
  - Have students take calculators for appropriate exams

  - Have students take paper and pencils

  - Have students bring a book to read in the event they finish the exam early

- **Complete on Day of Testing**
  - Prepare computers

  - Adjust chairs to the proper height so students can type comfortably on the computer keyboard

  - Tilt computer monitors to the proper angle for students to view comfortably

  - Clear computer work tables of papers, books and extraneous materials

  - Arrange computers so students cannot see other student's computer screens. One suggestion is to arrange computers in a U shape or to have students sit so every alternate workstation is empty

  - Testing rooms should be quiet, well lighted, and well ventilated

  - Before testing, remove from the testing site or cover up all curricular materials that might influence student performance

  - Place a "TESTING: DO NOT DISTURB" sign on the door

  - Have a supply of pencils and paper for students to use

  - Keep track of any student that is absent

  - Document irregular student behaviors to aid in interpreting scores

- **What to do When the Students Arrive in the Testing Lab**

  o Explain the purpose of the exam: Why are they taking this exam?

  o Go over the testing instructions

  o If calculators are used ensure the memory has been cleared

  o If a formula sheet or the periodic table is used, provide each student with a copy

  o Explain the Testing Format
    - Number of Questions
    - Types of Questions
    - Importance of Answering ALL Questions

  o Explain how to Login to take the Online Test
    - Open the Internet Browser (if it has not been done by Test Proctor)
    - Enter Site ID
    - Enter Test ID
    - Enter Student ID
    - Click **Begin Test** *(if required)*

  o Distribute Student Instructions (Optional)
    - Instructions for Using Secure Test Client (Appendix F)
    - Instructions for Using the Browser (Appendix G)

Step 10. Complete the <u>End of Course Reporting Form (Appendix H)</u> and return to the South Dakota Department of Education, Office of Curriculum, Technology and Assessment

DEPARTMENT OF EDUCATION, OFFICE OF CURRICULUM, TECHNOLOGY AND ASSESSMENT RESPONSIBILITIES

Once the South Dakota Department of Education is informed of the date when the exam will be given, the Office of Curriculum, Technology and Assessment has the following responsibilities:

- Assist, if needed, with setting up schools on Achievement Series.

- Assist, if needed, uploading school information to Achievement Series.

- Sending the appropriate person the Test ID.

- Maintain an End of Course file which will include all signed copies of the Security Agreement.

- Ensure results for students taking this exam are given to the Department of Education, Office of Accreditation and Teacher Quality.